

Message Text

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ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 OPR-02 L-03 OMB-01 A-01 SS-15

MMO-04 PER-03 MED-03 PC-05 SY-05 AID-05 USIA-15

SCSE-00 SCA-01 /071 W

----- 021265

R 311445Z JUL 75

FM AMEMBASSY DAKAR

TO SECSTATE WASHDC 1773

UNCLAS DAKAR 4454

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

FOLLOWING INFORMATION ON RETRIEVAL SYSTEM DESCRIPTIONS IS
KEYED TO PARA 7 REFTEL.

I. MEDICAL FILE

II. OFFICIAL AMERICAN EMPLOYEES AT POST

III. MEDICAL INFORMATION AND RECORDS COVERING OFFICIAL
AMERICAN EMPLOYEES AND THEIR DEPENDENTS

IV. 3 FAM 682

V. REGIONAL MEDICAL OFFICER, NURSE AND LOCAL MEDICAL
SECRETARY IN HEALTH UNIT AND PEACE CORPS PHYSICIAN
AND NURSE ON NEED TO KNOW BASIS.

VI. -FILE FOLDER; -BY NAME; -COMBINATION BAR LOCK CABINET;
-FILE RETAINED AT POST (IF NOT REQUESTED BY FORWARDING
POST) FOR FIVE YEARS AFTER EMPLOYEE'S DEPARTURE
THEREUPON DESTROYED.

VII. REGIONAL MEDICAL OFFICER

VIII. DG/MED, PREVIOUS POSTS MEDICAL FILE AND INDIVIDUALS.

8. HOUSEHOLD INVENTORY

II. OFFICIAL AMERICAN EMPLOYEES AT POST

III. LIST OF ALL GOVERNMENT PROPERTY ON LOAN TO EMPLOYEE

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IV. 6 FAM 227 AND 231

V. GENERAL SERVICES OFFICER

VI. -FILE FOLDER; -BY NAME; -KEY LOCK CABINET;

-RECORDS ARE DESTROYED AFTER EMPLOYEE'S DEPARTURE

VII. GENERAL SERVICES OFFICER

VIII. N/A

I. LEASE FILE

II. OFFICIAL AMERICAN EMPLOYEE AT POST

III. EMPLOYEE'S NAME AND LEASE NUMBER, ADDRESS OF
QUARTERS AND RENTAL COSTS.

IV. LOCAL EMBASSY REQUIREMENT

V. AVAILABLE TO AID, USIA, ACTION DIRECTORS, ADMIN
OFFICER AND GENERAL SERVICES OFFICER.

VI. FILE FOLDER; -BY NAME; -NONE; -UPDATED ANNUALLY AND
OLD COPIES DESTROYED.

VII. GENERAL SERVICES OFFICER

VIII. N/A

I. PRIVATELY OWNED VEHICLES

II. OFFICIAL AMERICAN EMPLOYEES AT POST

III. INDIVIDUAL NAME, TYPE OF VEHICLE, DATE OF LOCAL
DRIVER'S LICENSE, REGISTRATION AND INSURANCE.

IV. LOCAL EMBASSY REQUIREMENT

V. GENERAL SERVICES OFFICER AND GSO CLERKS

VI. -FILEFOLDER; -BY NAME; -NONE; -HELD THREE YEARS

VII. GENERAL SERVICES OFFICER

VIII. N/A

I. POST TELEPHONE DIRECTORY

II. OFFICIAL AMERICAN EMPLOYEES AT POST

III. EMPLOYEE'S NAME AND TITLE, SPOUSE'S NAME,
LOCAL ADDRESS AND LOCAL TELEPHONE NUMBER AT RESIDENCE
AND OFFICE

IV. N/A

V. AVAILABLE ALL EMPLOYEES AT POST AND AID, USIS,
AND ACTION.

VI. -FILE FOLDERS; -BY NAME; -NONE; -ONE COPY MAINTAINED
FOR TEN YEARS.

VII. ADMINISTRATIVE OFFICER

VIII. INDIVIDUALS

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I. REGISTRATION OF AMERICAN CITIZENS IN SENEGAL

II. INCLUDES NAMES OF AMERICAN CITIZENS WHO VOLUNTARILY
REGISTER AT THIS EMBASSY

III. LOCAL ADDRESS, NEXT OF KIN, EMERGENCY TELEPHONE
NUMBER, PLACE AND DATE OF BIRTH, AND EXPECTED DATE OF
DEPARTURE FROM SENEGAL.

IV. CFA 22 SEC 50.2 AND EXECUTIVE ORDER 11295

V. AVAILABLE TO EMBASSY STAFF. IN CASE OF EMERGENCY,

MIGHT BE MADE AVAILABLE TO GOVERNMENT AGENCY IN SENEGAL
HAVING RESPONSIBILITY FOR PROTECTION OF AMERICAN
CITIZENS.

VI. 5 X 7 CARDS; -BY NAME; -WITHIN THE CONSULAR
OFFICE; -DISPOSED OF WHEN SUBJECT HAS LEFT SENEGAL, OR WHEN
EXPECTED LENGTH OF STAY HAS PASSED.

VII. CONSULAR OFFICER

VIII. SUBJECTS THEMSELVES IN PERSON.

I. WELFARE AND PROTECTION FILES

II. PERSONS WHO HAVE APPLIED AT THIS POST FOR ANY TYPW OF
WELFARE OR PROTECTION SERVICES, SUCH AS FINANCIAL
ASSISTANCE, WITNESS TO MARRIAGE, ASSISTANCE TO ARRESTED
AMERICAN CITIZENS, MEDICAL EVACUEES, AND DEATHS OF
AMERICAN OVERSEAS.

III. EARNING STATEMENTS, HISTORY OF PREVIOUS RESIDENCES,
MEDICAL STATEMENTS, LOCAL CRIMINAL CHARGES, AND TELEGRAPHIC
CORRESPONDENCE WITH SUBJECT'S FAMILY, ALL DEPENDING ON THE TYPE
OF ASSISTANCE REQUIRED.

IV. 7 FAM 301 - 497

V. TO OFFICIAL WITHIN THE STATE DEPARTMENT ON A NEED TO
KNOW BASIS.

VI. FILE FOLDER; -INDEXED BY TYPE OF ASSISTANCE REQUESTED;
-KEPT IN LOCKED FILE CABINET IN CONSULAR OFFICE; -INDEFINI-
TELY.

VII. CONSULAR OFFICER

VIII. LOCAL GOVERNMENT AGENCIES, INDIVIDUAL THEMSELVES,
IMMEDIATE FAMILIES.

I. DIPLOMATIC LIST

II. OFFICIAL DIPLOMATIC AMERICAN EMPLOYEES AT POST

III. DIPLOMATIC TITLE, NAME, LOCAL ADDRESS AND PHONE
NUMBER, SINGLE OR MARRIED SPECIFIED.

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IV. 3 FAM

V. SENEGALESE MINISTER OF FOREIGN AFFAIRS, ALL DIPLOMATIC
MISSIONS IN SENEGAL AND INTERNATIONAL ORGANIZATIONS IN
SENEGAL.

VI. - HARD COPY; BY NAME; NONE; EVERY TWO YEARS

VII. CHIEF OF MISSION

VIII. INDIVIDUALS

I. ADMINISTRATIVE AND TECHNICAL PERSONNEL LIST

II. OFFICIAL AMERICAN ADMINISTRATIVE AND TECHNICAL EMPLOYEES
AT POST

III. NAME AND TITLE, LOCAL ADDRESS AND PHONE NUMBER,
SINGLE OR MARRIED SPECIFIED.

IV. 3 FAM

V. SENEGALESE MINISTRY OF FOREIGN AFFAIRS

VI. -FILE FOLDER, -BY NAME; -NONE; -EVERY TWO YEARS.

VII. CHIEF OF MISSION

VIII. INDIVIDUALS

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